MILLIONAIRE PARTY FORMS PACKET

Millionaire Party Rule 415(1) states, "The licensee shall be accountable for all cash, prizes, imitation money or chips, raffle tickets, charity game tickets, and numeral game tickets." The chairperson and all coordinators of the millionaire party should read and become familiar with the Millionaire Party Rules and the accountability requirements.

Accountability Requirements:

1. Limit chip sales on a single day of a millionaire party to $15,000.

2. Account for all sales and redemptions.

3. Use all forms required by the bureau.

4. When merchandise is awarded as prizes, the chairperson shall maintain a list of all prizes and invoices of merchandise purchased.

Worker Definitions:

The CHAIRPERSON is in charge of the millionaire party.

The CONTROLLER maintains all chip and cash accountability.

A DOOR SELLER sells chips from stationary sales location and may collect admissions.

A FLOOR SELLER usually sells chips on the game floor and does not collect admissions.

A CASHIER redeems a player's chips for cash.

Forms: (On the back of each form are detailed instructions.)

The CHIPS OUT WORKSHEET is used by the controller to monitor chips issued for sale (not to exceed $15,000).

The DOOR SELLER CONTROL LOG is used by the controller to reconcile a door seller's chip sales and admissions.

The FLOOR SELLER CONTROL LOG is used by the controller to reconcile a floor seller's chip sales.

The CASHIER CONTROL LOG is used by the controller to reconcile chips redeemed by a cashier.

The WORKERS SERVICE RECORD is used by the chairperson to record all workers and any compensation received.

The DAILY CASH ACCOUNTABILITY is completed at the end of each day of the event. It enables the chairperson to balance the cash on hand at the end of the event day.

BSL-CG-1608(R4/02)

<u>Controls:</u>
We recommend the use of chip trays.

Each chip and cash transaction shall be verified and initialed by the seller or cashier with whom the transaction is being made.

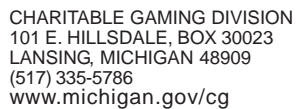When admission is charged, each player shall be issued a consecutively numbered admission ticket.

<u>Chips with Admission:</u>
To simplify the record keeping requirements, it is recommended that the licensee not include chips with the admission price. If the licensee chooses to include chips with admission, the following are required:

1. The value of chips included with admission shall **not** exceed the admission price.
2. The value of chips included with admission shall be accounted for on the CHIPS OUT WORKSHEET.
3. Account for actual admission under Admission Price on the DOOR SELLER CONTROL LOG (actual admission = cost of admission **minus** value of chips included).

<u>Raffle, Charity Game, and Numeral Game Tickets:</u>
Raffle, charity game, and numeral game tickets may be sold under a millionaire party license. If tickets are sold, the licensee must read and become familiar with the applicable rules. We recommend using separate sellers for raffle, charity game, and numeral game tickets.

MICHIGAN LOTTERY

CHARITABLE GAMING DIVISION
101 E. HILLSDALE, BOX 30023
LANSING, MICHIGAN 48909
(517) 335-5786
www.michigan.gov/cg

Millionaire Party
CHIPS OUT WORKSHEET
(maintained by the controller)

Page_____ of Day _____

Controller Name	Event Date
Organization Name	License Number

CHIPS ISSUED TO SELLER						CHIPS RETURNED FROM SELLER		
Seller Name	Value of Chips Issued	Accumulated Total	Seller Name	Value of Chips Issued	Accumulated Total	Seller Name	Final Chips on Hand	Accumulated Total
							< >	< >
							< >	< >
							< >	< >
							< >	< >
							< >	< >
							< >	< >
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Total CHIPS ISSUED TO SELLER(s) less total CHIPS RETURNED FROM SELLER(s) cannot exceed $15,000.

Authority: Act 382 of the Public Acts of 1972, as amended.

COMPLETION: Required.
PENALTY: Failure to complete this form may result in administrative action.

BSL-CG-1558(R4/02)

CHIPS OUT WORKSHEET INSTRUCTIONS

The controller uses this form to monitor chips available for sale. Act 382 of the Public Acts of 1972, as amended, states in section 10a(d), "A qualified organization shall not receive more than $15,000.00 in exchange for imitation money or chips in 1 day of a millionaire party."

Have enough copies of this form ready for each day of the event. The event information section at the top of each form should be completed prior to the start of the event.

During the event,

CHIPS ISSUED
The controller issues chips to a seller and logs the Seller Name and Value of Chips Issued. The Accumulated Total chips issued to seller must be monitored.

CHIPS RETURNED
When a seller returns unsold chips to the controller, the controller logs the Seller Name and Final Chips on Hand in brackets. The Accumulated Total chips returned from seller must be monitored.

Chips available for sale can be determined at any time by subtracting the accumulated total of chips returned from the accumulated total of chips issued.

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101 E. HILLSDALE, BOX 30023
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Millionaire Party
DOOR SELLER CONTROL LOG
(maintained by the controller)

Page_____ of Day _____

Controller Name	Event Date
Organization Name	License Number

Seller Name		Start Cash	Seller Initials	Next Available Admission Ticket #		# of Players	Admission Price	Total Admission
				Beginning of Shift	End of Shift		X	=

Value of Chips Issued *	Seller Initials	Cash Collected	Seller Initials	**BALANCE SELLER**
				1. Final Chips on Hand * _____
				2. Total Cash Collected _____
				3. Total (add lines 1 & 2) _____
				4. Total Value of Chips Issued _____
				5. Start Cash _____
				6. Total Admission _____
				7. Total (add lines 4 - 6) _____
				8. Discrepancy (if any) (subtract line 7 from line 3) _____
		Final Cash on Hand		Seller Initials
				9. Revenue (subtract line 5 from line 2)
Total		Total		10. Chips Sold at Door (subtract line 1 from line 4)

Seller Name		Start Cash	Seller Initials	Next Available Admission Ticket #		# of Players	Admission Price	Total Admission
				Beginning of Shift	End of Shift		X	=

Value of Chips Issued *	Seller Initials	Cash Collected	Seller Initials	**BALANCE SELLER**
				1. Final Chips on Hand * _____
				2. Total Cash Collected _____
				3. Total (add lines 1 & 2) _____
				4. Total Value of Chips Issued _____
				5. Start Cash _____
				6. Total Admission _____
				7. Total (add lines 4 - 6) _____
				8. Discrepancy (if any) (subtract line 7 from line 3) _____
		Final Cash on Hand		Seller Initials
				9. Revenue (subtract line 5 from line 2)
Total		Total		10. Chips Sold at Door (subtract line 1 from line 4)

*Post Value of Chips Issued and Final Chips on Hand amounts to the CHIPS OUT WORKSHEET.

DOOR SELLER CONTROL LOG INSTRUCTIONS

The controller uses this form to monitor chip sales and/or admissions that occur at a stationary sales location.

Have enough copies of this form ready for each day of the event. The event information section at the top of each form should be completed prior to the start of the event.

Prior to the seller's shift,

The controller issues Start Cash to the seller and logs the amount. The seller verifies and initials for that amount.

The controller issues chips to the seller and logs the amount as Value of Chips Issued. The seller verifies and initials for that amount. The controller posts amount to the CHIPS OUT WORKSHEET.

If admission is charged, the controller determines the first admission ticket to be issued and logs the ticket number as Next Available Admission Ticket #. Enter the Admission Price.

During the event,

Whenever more chips are issued to the seller, the controller logs the Value of Chips Issued and has the seller initial for that amount. The controller posts the amount to the CHIPS OUT WORKSHEET.

The seller sells chips to players. As necessary, the controller collects cash from the seller.

As cash is collected from the seller, the controller logs the Cash Collected and has the seller initial for that amount.
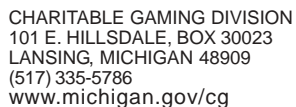
At the end of the seller's shift,

The controller collects Final Cash on Hand, logs that amount, and has the seller initial for that amount.

BALANCE SELLER

The controller balances the seller's transactions in the seller's presence.

1. Count and enter the Final Chips on Hand. Post Final Chips on Hand to CHIPS OUT WORKSHEET.

2. Compute the Total Cash Collected amount and forward to line 2.

3. Add lines 1 and 2.

4. Compute the Total Value of Chips Issued and forward to line 4.

5. Enter Start Cash amount.

6. Calculate Total Admission.
    a. Indicate the Next Available Admission Ticket # at the end of the seller's shift.
    b. Subtract the Beginning of Shift number from the End of Shift number for # of Players.
    c. Multiply # of Players by Admission Price for Total Admission and enter amount on line 6.

7. Add lines 4 - 6.

8. Subtract line 7 from line 3 and enter any Discrepancy. Have seller initial for that amount.

9. Subtract line 5 from line 2 and enter Revenue.

10. Subtract line 1 from line 4 and enter Chips Sold at Door.

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101 E. HILLSDALE, BOX 30023
LANSING, MICHIGAN 48909
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Millionaire Party
FLOOR SELLER CONTROL LOG
(maintained by the controller)

Page_____ of Day _____

Controller Name	Event Date
Organization Name	License Number

Seller Name	1. Value of Chips Issued*	Seller Initials	2. Final Chips on Hand*	3. Chips Sold on Floor (Col 1 - Col 2)	4. Cash Collected	5. Discrepancy (Col 4 - Col 3)	Seller Initials
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			< >				

* Post Value of Chips Issued and Final Chips on Hand amounts to the CHIPS OUT WORKSHEET.

		Total	Total	Total	

START CASH ISSUED

Seller Name	Amount	Ret'd (✓)

Seller Name	Amount	Ret'd (✓)

COMPLETION: As required.
PENALTY: Failure to complete this form may result in administrative action.

Authority: Act 382 of the Public Acts of 1972, as amended.

BSL-CG-1598(R4/02)

FLOOR SELLER CONTROL LOG INSTRUCTIONS

The controller uses this form to monitor chip sales for sellers who do not collect admission. Typically, these sales take place on the game floor.

Have enough copies of this form ready for each day of the event. The event information section at the top of each form should be completed prior to the start of the event.

Prior to the seller's shift,

If a seller requires start cash, enter Seller Name and Amount in the START CASH ISSUED section.

During the event,

As chips are issued to the seller, the controller enters the Value of Chips Issued, and has the seller initial for that amount. The controller posts the amount to the CHIPS OUT WORKSHEET.

BALANCE SELLER

Whenever a seller needs more chips or when the seller's shift is over, the controller must balance the seller's transactions in the presence of the seller.

1. Count and enter the Final Chips on Hand. Post amount to CHIPS OUT WORKSHEET.

2. Subtract column 2 from column 1 and enter Chips Sold on Floor.

3. If end of sellers shift, collect any Start Cash Issued and check (✓) Ret'd column.

4. Collect cash received from chips sales and enter the amount in Cash Collected column.

5. Subtract column 3 from column 4 and enter any Discrepancy. Have seller initial for that amount.

After the day's event,

The controller computes totals for Chips Sold on Floor, Cash Collected, and Discrepancy.

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Millionaire Party
CASHIER CONTROL LOG
(maintained by the controller)

Page_____ of Day _____

Controller Name	Event Date
Organization Name	License Number

Cashier Name

Cash Issued	Cashier Initials	Value of Redeemed Chips Collected	Cashier Initials
		Final Chips on Hand	
Total		Total	

BALANCE CASHIER

1. Final Cash on Hand   _____

2. Total Redeemed Chips Collected (redemptions)   [ ]

3. Total (add lines 1 & 2)   _____

4. Total Cash Issued   _____

5. Discrepancy (if any) (subtract line 4 from line 3)   _____
   Cashier Initials

6. Cash Payout (subtract line 1 from line 4)   [ ]

Cashier Name

Cash Issued	Cashier Initials	Value of Redeemed Chips Collected	Cashier Initials
		Final Chips on Hand	
Total		Total	

BALANCE CASHIER

1. Final Cash on Hand   _____

2. Total Redeemed Chips Collected (redemptions)   [ ]

3. Total (add lines 1 & 2)   _____

4. Total Cash Issued   _____

5. Discrepancy (if any) (subtract line 4 from line 3)   _____
   Cashier Initials

6. Cash Payout (subtract line 1 from line 4)   [ ]

COMPLETION: Required.
PENALTY: Failure to complete this form may result in administrative action.

Authority: Act 382 of the Public Acts of 1972, as amended.

BSL-CG-1557(R4/02)

CASHIER CONTROL LOG INSTRUCTIONS

The controller uses this form to monitor the amount of cash issued to the cashier and the value of chips collected from the cashier.

Have enough copies of this form ready for each day of the event. The event information section at the top of each form should be completed prior to the start of the event.

Prior to the cashier's shift,

The controller issues cash to the cashier for the purpose of redeeming players' chips. The amount of cash is logged as Cash Issued. The cashier verifies and initials for that amount.

During the event,

Whenever a cashier needs more cash, the controller logs the amount of Cash Issued and has the cashier initial for that amount.

The cashier redeems players' chips for cash. As necessary, the controller collects chips from the cashier.

As chips are collected from the cashier, the controller logs the Value of Redeemed Chips Collected and has the cashier initial for that amount.
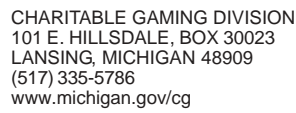
At the end of the cashier's shift,

The controller collects Final Chips on Hand, logs that amount, and has the cashier initial for that amount.

<u>BALANCE CASHIER</u>

The controller balances the cashier's transactions in the cashier's presence.

1. Count and enter the amount of Final Cash on Hand.

2. Calculate the Total Value of Redeemed Chips Collected amount then forward to line 2.

3. Add lines 1 and 2.

4. Calculate the Total Cash Issued amount then forward to line 4.

5. Subtract line 4 from line 3 and enter any Discrepancy. Have cashier initial for that amount.

6. Subtract line 1 from line 4 and enter Cash Payout.

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WORKERS SERVICE RECORD

All rules governing worker compensation shall be adhered to when completing this form. Review the following rules to ensure compliance: Bingo Rule 326 and 327; Millionaire Party Rule 412 and 413; Raffle Rule 516; Charity Game Rule 617; and Numeral Game Rule 714.

Organization Name	Organization ID Number	License Number

Signature	Printed Name	Worker Title e.g., chairperson, recordkeeper, worker	Amount Paid	Date Worked
			$	
	Total		$	

Signature of Chairperson	Date	Signature of Witness	Date

COMPLETION: Required.
PENALTY: Failure to complete this form may result in administrative action.

Authority: Act 382 of the Public Acts of 1972, as amended.

BSL-CG-1724(R4/02)

Millionaire Party
DAILY CASH ACCOUNTABILITY

Organization Name	Organization ID Number	License Number	Event Date

Compute the following after each day's event.

1. Start Cash . . . .

Millionaire Party

2. Total the Revenue from line 9
    of <u>all</u> DOOR SELLER CONTROL LOG(s) . . . . _____

3. Total the Total Cash Collected from column 4
    of <u>all</u> FLOOR SELLER CONTROL LOG(s) . . . . _____

4. Millionaire Party Total Cash (add lines 2 & 3) . . . . _____

5. Total the Cash Payout from line 6 of
    <u>all</u> CASHIER CONTROL LOG(s) . . . . _____

6. Millionaire Party Cash Proceeds (subtract line 5 from line 4) . . . . ._____

Raffle Tickets (if sold)

7. Ticket Sales (during the event) . . . . _____

8. Cash Prizes . . . . _____

9. Raffle Cash Proceeds (subtract line 8 from line 7) . . . . ._____

Charity Game Tickets (if sold)

10. Ticket Sales . . . . _____

11. Prizes . . . . _____

12. Charity Game Ticket Cash Proceeds (subtract line 11 from line 10) . . . . ._____

Numeral Game Tickets (if sold)

13. Ticket Sales . . . . ._____

Reconcile Cash

14. Net Proceeds (add lines 6, 9, 12, & 13) . . . . _____

15. Start Cash (if deposited) . . . . _____

16. Worker Compensation (paid in cash) . . . . _____

17. Calculated Deposit (add lines 14 & 15, subtract line 16) . . . . _____

18. Actual Deposit . . . . _____

19. Discrepancy (subtract line 18 from line 17) . . . . ._____

Signature of Recordkeeper	Signature of Chairperson

Authority: Act 382 of the Public Acts of 1972, as amended.

BSL-CG-1590(R4/02)

DAILY CASH ACCOUNTABILITY INSTRUCTIONS

The chairperson completes this form immediately following the event to reconcile cash and determine the amount of cash for deposit.

Following the event,

1. Enter the amount of start cash.

MILLIONAIRE PARTY

2. Total and enter the amounts from line 9 of all DOOR SELLER CONTROL LOG(s).
3. Total and enter the total amount from column 4 of all FLOOR SELLER CONTROL LOG(s).
4. Add lines 2 and 3.
5. Total and enter the amounts from line 6 of all CASHIER CONTROL LOG(s).
6. Subtract line 5 from line 4 for the current day's Millionaire Party Cash Proceeds.

RAFFLE TICKETS

7. Enter the total amount of cash collected from raffle ticket sellers during the current day of the event.
8. Enter the amount of cash raffle prizes paid during the current day of the event.
9. Subtract line 8 from line 7 for the current day's Raffle Cash Proceeds.

CHARITY GAME TICKETS

10. Enter the total amount of cash collected from charity game ticket sellers during the current day of the event.
11. Enter the amount of prizes paid for charity game tickets during the current day of the event.
12. Subtract line 11 from line 10 for the current day's Charity Game Proceeds.

NUMERAL GAME TICKETS

13. Enter the total amount of cash collected from numeral game ticket sellers during the current day of the event.

RECONCILE CASH

14. After workers have been paid, count the total cash. (This amount includes any start cash and all cash generated by the licensed activities.) Enter this amount as Actual Cash on Hand.
15. Add lines 1, 6, 9, 12, and 13 and enter Gross Cash.
16. Enter the amount of cash paid to workers.
17. Subtract line 16 from line 15 and enter Expected Cash.
18. Subtract line 17 from line 14 and enter any Discrepancy. **NOTE:** Any discrepancies reflected here are not related to discrepancies indicated on the other forms.
19. Enter the amount of cash to be used for the next day's start cash (if any).
20. Subtract line 19 from line 14. Indicate the amount of cash that will be deposited immediately following the event. **NOTE:** All Actual Cash on Hand must be deposited with the exception of any cash to be used for the next day's start cash. A separate deposit should be made for all non-gambling proceeds.